

COSCA Specialist Courses

Guide to the Appointment of an External Assessor

Applicants for validation of specialist courses are required to appoint an external assessor within 6 months of the award of initial validation.

COSCA designate responsibility for recruitment of a suitable assessor to the applicant. They must be different from the COSCA Assessor, and independent of the organisation, in order to provide the evidence required in this External Assessor Pro-forma.

You are advised to appoint someone into the role who has a good understanding of COSCA training standards, is experienced and preferably qualified in both training and counselling practice and who is independent of your organisation. The External Assessor's role is one of verification and evaluation. The External Assessor needs to be able to remain objective and he/she is required to act as a moderator i.e. if there is a dispute regarding decisions, assigning marks and awards, etc.

During the initial validation phase, the role of the External Assessor is to produce a written report (400-500 words) to confirm that the participants for whom certificates will be required from COSCA have met the learning outcomes. This report should be produced at the end of the course, not after each module, and should form part of the Course Completion Report.

It should be noted that your External Assessor is a different appointment to the COSCA Assessor and appointment and costs of the organisation's External Assessor are met by the validated organisation and not COSCA.

To assist with the completion of the External Assessor's Report, please see a copy of COSCA's pro-forma 'A Guide for the External Assessor's Report' under www.cosca.org.uk/our-services/course-validation/general